Monthly Status Report

caEHR Deployment Support

Task Order Number 29XS233STO2
Basic Order Agreement 29XS233

June 2010 Activity

Booz Allen Hamilton
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SAIC-Frederick

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caEHR Deployment Support- 29XS233STO2
June 2010

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Technical Status Overview

During June 2010, the Cancer Electronic Health Record (caEHR) Deployment Team focused on updating documentation of project activity, completing deliverables per the Task Order Modification executed June 4, 2010, and preparing documents for the transition of deployment responsibilities to another contractor. Some of the documents remain works-in-progress, but are considered final for purposes of this report due to the project transition.

June activities include the following:

1. Updated the Project Management Plan and project timeline and schedule to be consistent with June 2010 extension to the task order
2. Submitted May and June Monthly Status Reports
3. Submitted a Project Summary Report to include June 2010 activities
4. Finalized the Business Capabilities Definition Document, Use Case Template, Requirements Template and High Level Business Capability Assessment Template, all artifacts of the Sites Requirements and Use Cases deliverable
5. Finalized the Overall Assessment and Deployment Plan, addressing comments from the PMO and SAIC-F COTR. This is artifact supports both the Deployment Site Surveys and Site Deployment Plans deliverables
6. Finalized the site assessment Interview Guide and Deployment Site Survey Template and Process as part of the Deployment Site Surveys deliverable
7. Finalized the Vendor Engagement Plan and Site Deployment Plan Template as part of the Site Deployment Plans deliverable
8. Finalized the Installation Summary Report Template as part of the Deployment Site Installation Summary Reports deliverable
9. Finalized the User Acceptance Test Report (UAT) Template as part of the UAT Reports deliverable
10. Created a Site Visit Training Deck to train caEHR Deployment Team members to use the Interview Guide and conduct the site visit to ensure the site visits are conducted in a consistent manner. This artifact is part of the caEHR Training Materials deliverable.
11. Conducted a Site Visit Planning Call with Hartford Hospital
12. Scheduled two site visits in June 2010 (Billings, MT, St. Joseph Towson, MD), which were subsequently postponed because of the project transition
13. Investigated online survey tools and suggested loading LimeSurvey for testing

14. Conducted an evaluation of the Survey Monkey Online Survey Tool per request of the caEHR Environment Team and SAIC-F COTR and submitted a report of the finding

15. Participated in the Tolven evaluation

16. Provided comments to the ECCF Implementation Guidelines

17. Provided comments to the Quality Requirements documents

18. Uploaded caEHR Deployment tasks and risks to JIRA

19. Uploaded caEHR Deployment deliverables and other artifacts to GForge

20. Uploaded caEHR Deployment deliverables and other artifacts to Subversion and linked them to the caEHR Deployment wiki page

21. Conducted a transition meeting with the new deployment team, reviewing artifacts and providing insights about deployment challenges based in part on discussion with the deployment sites

Description of Work Completed During the Month

External Meetings

Date	Topic	Project Attendees (Optional)
June 1, 2010	CHI-St. Joseph/Towson Weekly call	Monica Fulton and Jeff Markiewicz, B. Franklin, L. Burge
June 2-3, 2010	caBIG Architecture and Vocabularies and Common Data Elements (VCDE) Face-to-Face Meeting	CBIIT, PMO, caBIG workspace members
June 4, 2010	caEHR Planning Call with the Hartford NCCCP	Hartford Hospital
June 3, 2010	Meeting with Analysis Team lead to discuss process for site-specific use cases and non-functional requirements	Lucy Burge, Marti Velezis
June 7, 2010	caEHR Deployment weekly meeting with PMO and SAIC-F COTR	PMO, SAIC-F COTR
June 17, 2010	Deployment Transition Meeting	Booz Allen, Ekagra, PMO, SAIC-F COTR and Nancy Roche
June 21, 2010	caEHR Deployment Deliverable Review	SAIC-F COTR
June 25, 2010	caEHR Deployment Deliverable Review	SAIC-F COTR
Tuesdays and Thursdays in June	Tolven Conference calls	caEHR Team
Various	Weekly Analysis Team Meetings	Lucy Burge, Alex Miroff
Various	Weekly DSL Meetings	Mary Greene, Alex Miroff
Daily	Daily Development SCRUM	Srini Singaraju

Various	QA/CI Stream Meetings	Srini Singaraju

Technical Progress

Activity	Description
Project Management	
Submitted draft and final project management plan and project schedule	Updated timeline and schedule to be consistent with June 2010 extension to the task order.
Submitted Monthly Status Report	Submitted May and June 2010 Status Reports and updated March, April and May reports as requested by SAIC-F COTR.
Submitted Project Summary Report	Updated May31, 2010 to include activity of the caEHR Deployment Team from June 1, 2010 - June 30, 2010.
Participated in weekly deployment status meeting with PMO	Prepared for and participated in weekly deployment status meeting on June 7 with Robbin Gosa, Kevin Hurley and Marc Koehn.
Uploaded tasks and risks to JIRA	All tasks were identified from the caEHR deployment PMP schedule and uploaded to JIRA; risks were also uploaded.
Uploaded artifacts to GForge and Subversion and linked Subversion documents to the wiki	Artifacts were uploaded to GForge and Subversion, and linked to the Wiki after connection problems were resolved with SAIC-F COTR.
Prepared for and participated in Transition Meeting with new deployment contractor	Included PMO, SAIC-F COTR and Nancy Roche. Conveyed content and status of artifacts, overview and status of communications with NCCCP sites, and insights about assessment and deployment activity.
NCCCP Site Assessment and Deployment	
Updated Overall Assessment and Deployment Plan	The Overall Assessment and Deployment Plan *was* updated based on feedback from the PMO and the SAIC-F COTR. Comments from Kevin Hurley and Marc Koehn were compiled in a spreadsheet along with responses. The updated document and spreadsheet were submitted.
Finalized and Submitted Business Capability Definitions	In preparation for the planned Business Capability review with the five NCCCP sites, the Business Capability definitions document was updated and refined. The updates included adding some oncology specific language to the definitions, reorganizing some of the capabilities under different headings, and refining some of the verbiage. These updates provided a document that the sites would understand and identify with. This document was developed in collaboration with the Analysis Team lead and representatives from the Project Management Office.
Business Capability Requirements Template and Process	It is expected that the NCCCP sites will ask questions, make suggestions and comments, and offer their requirements for the Business Capabilities. Accordingly, a process for gathering,

	organizing, and communicating these requirements is needed. The Analysis Team lead, members of the Deployment Team, and representatives from the Project Management Office collaboratively developed a process that the Deployment Team would use to document suggestions, comments, and questions (i.e., high level requirements) from the sites and communicate them to the Analysis Team. The Deployment Team documented this process, solicited and incorporated feedback from the Analysis Team and PMO, and refined the document.
Site-specific Use Case Template	One of the responsibilities of the Deployment Team is to gather, document, and communicate site-specific use cases. A document outlining the process and template to be used for this purpose was developed.
High Level Business Capability Assessment Template	The caEHR assessment methodology as documented in the Overall Assessment and Deployment Plan consists of three phases. Phase I is the General Assessment. Phase II is the High-level Business Capability Assessment and Phase III is the Detailed Business Capability Assessment. A document elaborating the Phase II Assessment was developed as a means to communicate how this assessment would be conducted and how the results would be reported.
Finalized Interview Guide	The interview guide was updated based on comments from other caEHR discipline teams and further internal review. The guide was to be piloted during the site visit at the Billings NCCCP and refined in preparation for the St. Joseph Towson, MD site visit.
Deployment Site Survey Template and Process	The caEHR Team developed the Deployment Site Survey Template and Process document which is intended to be used to report the findings of the sites visits. This document includes the assessment methodology, findings and assessment of the sites readiness to move forward.
SurveyMonkey Online Survey Tool Analysis	Evaluated feasibility of using the online survey tool, SurveyMonkey, to support the capture and analysis of site assessment data. After getting access to SurveyMonkey from the caEHR Environment Team, we compared attributes to high-level tool requirements. A summary of our findings and recommendations was submitted. SurveyMonkey was not sufficient to support the site assessment process.
Site Deployment Plan Template	Developed a template for the site-specific deployment plan. This template will be populated as the site assessment is conducted, gap analysis is completed, and deployment plans are developed.

Site Installation Summary Report Template	The Deployment Site Installation Summary Reports will be compiled and submitted once software installation takes place. In preparation, the caEHR Deployment Team developed an Installation Summary Report Template to capture installation results. The following topics will be included in the report: System architecture, Data Flow Design, Technology Infrastructure, Compliance with NCI adopted standards (ECCF, BDA, 508), Identified Project Prerequisites, Integration with Site Change Management Processes, Software Integration Process, Interface Integration, Data Management, Implementation Testing, Training, Timeline/Events, Listing of Identified Issues, Modifications to Design, Post Installation Activities
User Acceptance Test Report Template	The caEHR Deployment Team worked with the QA and CI Team to define the UAT process and content, to coordinate efforts of the two teams and to share necessary information between the two teams. These discussions were in their beginning stages. As part of this task, the caEHR Deployment Team met with the QA team to review the Master QA Plan and reviewed the metrics outline document. The Deployment Team also met with the QA team to provide input for UAT planning. As a result of these activities, the caEHR Deployment Team developed the UAT Report Template. Actual UAT Reports would be completed after the testing has occurred.
caEHR Training Material	Development of training modules was scheduled to start in July 2010. Because of the transition, we did not onboard the training materials resource as planned in June 2010. We did, however, create a training presentation for the site visits that conveys how the site visits will unfold, how to use the assessment guide and how to conduct the visit. The intent was to ensure the sites visits were conducted in a consistent manner.
NCCCP Site Engagement	
Conducted Site Planning calls with Hartford Hospital	Held conference calls with Hartford Hospital to discuss site objectives and expectations, roles/responsibilities, current EHR vendors, risks and mitigations and site visit activities.
Planning Call Documents	Finalized all planning call summaries and distributed to the respective deployment sites.
Site Visit Documents	Confirmed the Billings and St. Joseph Towson site visits. Worked with Billings to establish their site visit agenda. Worked with St. Joseph Towson and St. Joseph Orange to identify staff who would be needed to participate in the site visit interviews. Continued discussions with Hartford, Christiana and St. Joseph Orange to schedule their site visits. Developed the agenda and presentation templates

	for the site visits, the overall strategy for conducting the visits, and the staffing plan. The site visits will be rescheduled.
NCCCP Site Profiles	Finalized the NCCCP site profiles, which were based on publicly available information about each deployment site.
NCCCP Communications	Initiated weekly calls with St. Joseph Towson to further develop our working relationship and engage them more fully in the caEHR project. Regular calls were also going to be established with the other deployment sites.
Vendor Engagement	
Updated and Submitted Vendor Engagement Plan	Updated the document to reflect the several deployment options and to incorporate comments from the SAIC-F COTR.
caEHR Discipline Workstream Collaboration	
Finalized and Submitted Business Capability Definitions	See comments above.
SurveyMonkey Analysis	See comments above.
Tolven Analysis	Tolven was recommended as the preferred interface solution and the caEHR Development Team, caEHR Architect Team, caEHR Testing Team and the caEHR Deployment Team were assigned to configure the application, get familiar with its attributes and submit an assessment of the tool. We followed the instructions manual and configured Tolven on the Amazon Cloud with some sample data. An assessment of the tool was deferred.
ECCF Implementation Guide	Provided comments to the ECCF Implementation Guide.

Task Status

Task	Status (% completed)	Comments
Project management plan	100%	Submitted updated version that incorporated SAIC-F COTR's comments and modification to task order
MS project schedule	100%	Submitted updated version that incorporated SAIC-F COTR's comments and modification to task order
Monthly status report	100%	May and June status reports were submitted. March, April and May status reports were also updated based on the SAIC-F COTR's comments

NCCCP Joint Kick-off	100%	Introductory letter, agenda, presentation, dry-run meeting with speakers, and actual meeting
NCCCP Follow-up Calls	100%	All follow-up calls complete
Overall Site Assessment and Deployment Plan	100%	Developed over-arching plan for assessing site readiness to deploy caEHR components and executing the deployment
Vendor Engagement Plan	100%	Developed overall EHR Vendor Engagement Plan with six possible Deployment Options. Created another summary of data on the EHR Vendors collected specifically from the participating NCCCP sites during the initial introduction conference calls.
Site Requirements and Use Cases	100%	Worked with Analysis team to develop plan for gathering requirements and use cases from the sites and transferring the information back to the Analysis Team. Also updated Business Capabilities document and Created Deployment Site Survey Template and Process document.
Site Specific Deployment Plans	100%	Overall Assessment and Deployment plan was created first; template for site-specific deployment plan was created in June; site-specific deployment plans will be written once site visits are conducted and deployment products (specifications, software) are available
Project Summary Report	100%	Submitted Project Summary Report May 31, 2010, and submitted update to the report to incorporate SAIC-F COTR's comments and to summarize June 2010 activity

Work Planned for Next Month

N/A

Risks and Mitigation

Risk	Severity	Mitigation Approach	Severity Post-Mitigation
Large institution EHR deployment approaches do not match requirements of the community setting.	High	Selection of MAeHC, an organization with extensive experience with the community practice setting. Direct feedback from participating NCCCP sites.	Low
Deployment activities do not effectively engage a complex software development effort.	High	Incorporation of personnel and organizations with experience with NCI-CBIIT software development processes and procedures.	Low
Development timeline delays negatively impact Deployment timelines.	High	Flexibility of the caEHR Deployment Team to support multiple deployments later in the period of performance if required.	Medium
caEHR features result in changes to practice operations that are not accepted by all practitioners, and as a result caEHR falls out of use.	High	Review of deployment plans with change experts. Monitoring of post-deployment usage to identify root causes of adoption failures.	Low
NCCCP sites lack the resources or Infrastructure needed to install tools in a timely manner.	High	Early identification of implementation resource gaps via assessments conducted in the inception phase and deployment plan reviews, allowing time for securing additional resources, use of 'Swat Teams'. Engagement of EHR vendors already working with NCCCP sites.	Medium
Regulatory and privacy concerns prevent data sharing.	High	Active engagement with community groups, patient advocates, and early implementation of data sharing plans.	Low
Requirements for caEHR adoption significantly differ from ASCO/NCI agreed functional profiles.	High	Early identification of interoperability requirements, allowing development teams and SAIC-Frederick/NCI with sufficient time to address scope changes.	Low
Other projects involving NCCCP sites diverts the sites' attention from the caEHR deployment or causes confusion about project requirements (e.g., the various outcomes projects). Both scenarios may cause delays in the caEHR Deployment project.	High	Establish ongoing communications with sites to surface issues, incorporate caEHR joint meetings into existing schedule of joint NCCCP calls for other projects, optimize use of web conferencing.	Medium
Insufficient communication between caEHR Deployment Team and other Streams negatively impacts hand-offs and delays feedback	High	Establish caEHR Deployment Team liaisons to other streams, attending other stream meetings, conducting working sessions with other streams as needed.	Low

Status of Deliverables

Deliverable/Milestones	Delivery Date	Status
10-ST1013-D01 Project Management Plan	May 17, 2010	Complete
10-ST1013-D02 Monthly Status Report	May 15, 2010	Complete
10-ST1013-D04 Site Requirements and Use Cases template	June 30, 2010	Complete
10-ST1013-D05 Deployment Site Surveys	June 30th, 2010	Template Complete. Survey reports will be completed after individual site visits
Overall Assessment and Deployment Plan	May 31, 2010	Complete
Site Specific Deployment Plan Template	After site visits	Template Complete
10-ST1013-D07 Deployment Site Installation Report Template	15 days after site installation is completed	Template Complete
Deployment Site Installation Summary Report Process, approach and template	June 30, 2010	Complete
10-ST1013-D08 User Acceptance Test report for specific sites	Within 15 days after UAT is complete	Complete
User Acceptance Test report approach, process and template	June 30th, 2010	Complete
10-ST1013-D09 caEHR Training Material	After June 30th, 2010	Deferred to after June 2010. Created internal Site Visit Training Deck.

Actions and Issues

Actions	Issues
See Technical Progress section	

External Dependencies

Dependency	Date	Status	Comments
Development timeline		On target	A change in the development timeline will affect the deployment timeline
NCCCP site resources		Continuing discussions	The deployment to NCCCP sites with insufficient resources could affect the timeline
NCCCP site visit availability		Two sites are available for June	Billings and St. Joseph's Towson were scheduled. Subsequently cancelled because of the project transition.